

**CITY OF ASHEVILLE TRANSPORTATION DEPARTMENT
TEMPORARY / STREET / LANE / PARKING / SIDEWALK / CLOSURE PERMIT**

Location and description of closure:

Purpose of closure:

Beginning date of closure:

Ending date:

Daily hours of closure (if applicable):

Requesting Company / Organization (required):

Representative:

Signature:

Address:

City / State / Zip:

Telephone:

Fax:

Additional Information:

TERMS and CONDITIONS

1. Applications for closures including those that require closing of metered parking spaces must be received at least 10 business days before the closure. The Traffic Engineer or his or her designee may approve exceptions.
2. A traffic control plan or a sketch of the areas to be closed must be included with the application.
3. The applicant shall be responsible to properly close the street, travel lane, parking lane, or sidewalk according to the current edition of the Manual on Uniform Traffic Control Devices (MUTCD) and an approved traffic control plan, and/or as directed by the City Traffic Engineer, the City Engineer, Fire Department officials, or Police Department Officers. Failure to do so may result in a revocation of the permit until corrective measures are made. The applicant shall be responsible for providing all necessary traffic control devices.
4. The permit application and sketch must indicate the number of metered parking spaces to be closed and the meter numbers. In areas where a single meter controls two spaces, the applicant may be required to pay for and close both spaces.
5. The applicant shall be responsible for notifying adjacent businesses, residents, and other applicable parties at least 7 days prior to the closure.
6. Any full width closure of any city street will require advance approval by the City Fire Marshall or other Fire Department Official. The Traffic Engineer or designee will forward the permit to the Fire Department for approval.
7. Any permit that will include a structure or scaffolding over a sidewalk or street will require advance approval by an official from the Building Safety Department.

CITY OF ASHEVILLE USE ONLY

Permit fee is \$50.00 for 30 calendar days from date of approval and for a closure longer than 30 days the fee will be \$100.00. \$_____

Meter Bagging: Number of Spaces _____ X Number of Days _____ X \$18 = \$_____

Total of above fees or Total Fee for a standard closure. \$_____

Payment Information:

Remarks / Special Conditions:

Approved By: _____

Traffic Engineer / Designee

Date: _____

(If req'd, see 6 & 7 above)

Approved by: _____

Fire Official or Building Safety Official

Date: _____